



# CITY OF HOUSTON

## Job Posting

1	<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
2		
3	<i>Job Classification</i>	ACCOUNTANT ASSOCIATE
4	<i>Posting Number</i>	PN #109862
5	<i>Department</i>	HOUSTON POLICE
6	<i>Division</i>	BUDGET AND FINANCE
7	<i>Section</i>	N/A
8	<i>Reporting Location</i>	1200 TRAVIS*
	<i>Workdays &amp; Hours</i>	MONDAY – FRIDAY, 8:00 A.M. – 5:00 P.M.*
		*Subject to change

- 9
- DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**  
Process all Appendix I forms with accuracy and within 2 days of receipt. Audit expense reports with accuracy and within a reasonable time frame. Politely and effectively respond to travel and training inquiries. Maintain travel filing without backlog. Keep orderly files so backup personnel can respond to inquiries. Assists supervisor when shortages occur in other areas of Accounts Payable. Assist with Late Payments and Special Projects.
- 10
- WORKING CONDITIONS**  
There are no major sources of discomfort, i.e., essentially, normal office environment with acceptable lighting, temperature and air conditions.
- 11
- MINIMUM EDUCATIONAL REQUIREMENTS**  
Requires a Bachelor’s degree in Accounting, Business Administration or a closely related field such as Finance.
- 12
- MINIMUM EXPERIENCE REQUIREMENTS**  
No experience is required. Four years of pertinent professional or para-professional experience may substitute for the education requirement. An Associate’s degree in Accounting Business Administration or a closely related field and two years of pertinent professional or para-professional experience may substitute for the education requirement.
- 13
- MINIMUM LICENSE REQUIREMENTS**  
Must have a valid Texas Class “C” driver’s license and be in compliance with the City of Houston’s policy on driving. (AP 2-2).
- 14
- PREFERENCES**  
None.
- 15
- SELECTION/SKILLS TESTS REQUIRED**  
None.
- 16
- SAFETY IMPACT POSITION**

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

Yes    ×    No
- 17
- SALARY INFORMATION**  
Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 14

\$861.00 - 1210\$.00 Biweekly    \$22,412.00 - \$31,460.00 Annually
- 18
- OPENING DATE**

April 12, 2006
- 19
- CLOSING DATE**

April 18, 2006
- 20
- APPLICATION PROCEDURES**  
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

**An equal opportunity employer**